

Carlisle Housing Authority
Meeting Minutes
June 8, 2015

Present: Alan Lehotsky, Chair; Carolyn Ing; Mark Levitan; Steven Pearlman; Elizabeth DeMille Barnett, Housing Coordinator.

Guests: Toby Kramer, NOAH; Lara Lofdahl, *Carlisle Mosquito*

1. Meeting called to order at 7:34 p.m.

2. Community Input

(None)

3. Old Business

A. NOAH Benfield Farms

i. Project Update.

Toby Kramer, Director of Real Estate Development for NOAH, the developer of Benfield Farms gave the Housing Authority an update on several topics:

1. Conservation Commission jurisdiction

- a) Stormwater retention basin. The stormwater retention basin near the driveway was built smaller than on the plan. DEP was scheduled for a site visit on June 10 to inspect and determine next steps.
- b) Wetland replication. Some of the wetland replication area near the street was mowed last year, and requires additional wetland vegetation to be planted.
- c) Conservation and maintenance plan. ConsComm has requested a conservation and maintenance plan agreement with NOAH. Carlisle Conservation Foundation also has responsibility for some of the Benfield property and is reviewing the draft agreement.
- d) Runoff. The rear field has been reseeded to control runoff.

2. Board of Health jurisdiction:

- a) Temporary Certificate of Compliance. The status of this item remains the same as reported at the last two meetings. NOAH has received a Temporary Certificate of Compliance from the Board of Health, but a permanent certificate will not be issued until the grass is established over the septic system in the back of the property.
- b) Unpleasant septic system odor. Ms. Kramer stated that the MicroFast septic system was built to state regulations. The source of the intermittent odor is the pre-treatment system, which requires a sufficient amount of bacteria to operate properly. Winter conditions delayed testing and correction. She stated that all other components, including the leaching field, are functioning

properly. The BOH was scheduled to conduct a meeting on June 23 to review all system components with the vendors, installers and design engineers involved.

3. Ms. Kramer stated that no representatives from NOAH were invited to be present at the May 26 meeting of the BOH where four Benfield Farms residents and an abutter raised concerns about the septic odor and made other complaints about trash pickup and water quality. A discussion ensued about on-premise property management, as well as mechanisms in place for residents to express concerns. Ms. Kramer assured the board that The Resident Service Coordinator who is on site 2 days per week is experienced and approachable, that a suggestion box is available in a central location, and suggestions are responded to.

B. Update 2010 Town Of Carlisle Housing Production Plan

Mr. Levitan updated the board about the Housing Production Plan committee June 4 meeting. Ms. Barnett reported to the HPP committee that she had been invited to a board meeting of the Carlisle Elderly Housing Association (CEHA) to discuss the inclusion in the HPP of expanding the Village Court age-restricted housing development on School Street. The CEHA board expressed interest in working with the Town on such a project. Mr. Levitan also reported that the demographic and housing data update was reported to be nearly complete.

Mr. Lehotsky reported that resident Kelly Guarino presented information to the HPP committee about an alternative method of achieving “safe harbor” status from 40B developments that do not meet local needs, which is to have deed-restricted affordable housing on 1.5% of the Town’s developable land area. Mr. Lehotsky commented that the Town is not close to this target, with an estimated 15 acres devoted to affordable housing compared to approximately 45 acres required. The state does not provide annual housing production protection for this method of calculation, as it does with the Subsidized Housing Inventory (SHI) method which allows “safe harbor” if the Town adds 0.5% of its 2010 U.S. Census housing stock to its SHI inventory in a given year (9 units per year).

C. 338 Bedford Road Ground Lease for Group Home for Intellectually-challenged Residents

1. Land Disposition Agreement. Ms. Barnett updated the board that this agreement was close to being finalized.
2. Till, Inc. is scheduled to present their plan for 338 Bedford Road to the Board of Selectmen on June 23 at 7:30 P.M.
3. Community Preservation Act Committee release of grant 2014-1. Ms. Barnett reported that the CPC has released the requested funds totaling \$50,000.
4. Affordable Housing Trust Water access request. The farmer who takes care of the Fox Hill conservation area on behalf of the town has sought access to the existing well on the 338 Bedford Rd property. The CAHT is leaning toward granting temporary access.

5. Existing house and tenant. Ms. Barnett reported that the tenant is due to leave by August 1, the septic testing would occur late summer, and that demolition of the existing house would occur in early fall,

D. Proposed Affordable Housing Forum

No action was taken on this item.

4. New Business

- A. **New member nomination.** Mr. Lehotsky stated that Barbara Bjornson had agreed to be nominated for the remaining opening on the CHA. Ms. Bjornsen was unable to attend the meeting, but based on personal knowledge of some of the members, and a review of her resume, consensus was to move forward.

Mr. Levitan made a motion to recommend that the Board of Selectmen appoint Ms. Bjornson to the Housing Authority; second by Ms. Ing. All present aye; the motion was approved.

5. Authorizations

- A. Mr. Lehotsky made a motion that Ms. Barnett be authorized to purchase a one-day registration to the Mass. Housing Partnership Housing Institute in an amount no greater than \$125; second by Mr. Pearlman. All present aye; the motion was approved.
- B. Mr. Pearlman made a motion that Ms. Barnett be authorized to spend \$100 on a printer cartridge; second by Ms. Ing. All present aye; the motion was approved.

6. Approval of Minutes

Ms. Ing made a motion to accept the minutes of the May 11, 2015 meeting as written. The motion was seconded by Mr. Lehotsky. All present aye; the motion was approved.

7. Next Meeting Date(s): Monday, July 13, 2015 at 7:30 p.m.

- 8. Meeting Adjourned** at 9:00 p.m. Motion by Ms. Ing; seconded by Mr. Levitan. All present aye; the motion was approved.

Respectfully submitted,

Mark Levitan, Secretary